

April 7, 2008

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 07-33
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
National Director
Office of Job Corps

SUBJECT: Job Corps Bloodborne Pathogens Plan Review and Approval Process

1. Purpose. To provide Job Corps centers with a bloodborne pathogens plan template and to clarify the plan review and approval process.
2. Background. The Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens (BBP) standard, 29 CFR 1910.1030, was revised in 2001 in response to the Needlestick Safety and Prevention Act of 2000. The revised BBP standard clarifies the need for employers to select and use safer needle devices, to involve employees who are potentially exposed to contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls, and to document this involvement in the exposure control plan. The revised standard also requires employers to maintain a sharps injury log. Forthcoming Policy and Requirements Handbook (PRH) revisions will include these requirements. Model plans have been provided previously to ensure that Job Corps center plans meet or exceed the minimum OSHA requirements.
3. Action. In accordance with PRH Chapter 5, Exhibit 5-2, centers should continue to submit BBP exposure control plans to the Regional Office. Annual submission of approved plans is not necessary unless one or more of the following conditions exist:
 - a. Center is engaged in new or modified tasks and procedures that may affect occupational exposure.
 - b. Center has added more or revised employee positions in which occupational exposure exists.

- c. Center is using new equipment or needle devices that are intended to eliminate or reduce potential for exposure.

Centers that currently do not have approved BBP plans or centers that wish to strengthen the BBP should refer to Attachments A and B, which are model plans. Job Corps Regional Offices shall continue to receive and review center BBP exposure control plans, with the assistance of regional nurse consultants, to ensure that at least minimum OSHA and PRH requirements have been met. Assistance should be provided to the Job Corps centers to ensure implementation of necessary engineering controls and safe work practices to reduce or eliminate the potential for exposure. Approved BBP exposure control plans—new or modified—should be sent to the National Office of Job Corps, Program Support Team Leader, by the Regional Office to be included as part of the center safety and occupational health plan. Additionally, the National Office will be providing a discussion on how to prepare a BBP plan at the upcoming Annual Regional Health Consultant Meeting.

Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

4. Expiration Date. Until superseded.
5. Inquiries. Inquiries should be directed to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov, Kelley Clark at (202) 693-3089 or clark.kelley@dol.gov, or Heather Edmonds at (202) 693-3774 or edmonds.heather@dol.gov.

Attachments

- A – Job Corps Model Bloodborne Pathogens Exposure Control Plan
- B – OSHA Model Bloodborne Pathogens Exposure Control Plan